

**CAREER
OPPORTUNITY:
Recreation Monitor-Childcare**



The City of Wylie (pop, 44,000) seeks a Recreation Monitor for Childcare for our award-winning city. Located outside of Dallas, Texas between the cities of Plano and Rockwall, we strive to be an employer of choice with outstanding benefits and a professional working environment. The City of Wylie was recognized in 2005 by the Dallas Business Journal as one of the top "Best Places to Work" in D/FW and received the #19 out of 100 ranking for "Best Places to Work" by the Dallas Morning News in November, 2011.

JOB SUMMARY:

Under the direction of the Recreation Programmer, assists with the childcare area, instructional classes, front desk duties, special events and programs.

ESSENTIAL JOB FUNCTIONS:

- Assist with planning and implementation of recreation activities, special events and rentals.
- Monitor building and enforce City and Department policy, ordinance, rules and procedures.
- Register patrons for activities, book reservations, collect appropriate fees and process POS transactions.
- Provide check-in/check-out of equipment.
- Accurate completion of required paperwork and documentation.
- Request supplies.
- Administer CPR and First Aid, if needed.
- Drive City vehicles, including busses, for recreation activities.
- Perform janitorial and other physical duties as required.
- Must be able to work flexible schedules, including early mornings, evenings and weekends.
- Maintain a safe, clean, healthy and stimulating classroom environment.
- Maintain constant direct supervision of children in the childcare area.

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

Preference given to those that apply the Love and Logic approach to discipline. Previous experience preferred. Flexible and independent worker with high-energy, self-motivation, enthusiasm and service-oriented spirit. Willingness to assist all patrons and exhibit patience and caring for all abilities. Must be 18 years of age or older. Ability to effectively interact with all levels of co-workers, management staff and the public. Stays up to date on trends. Ability to work overtime or perform stand-by duties as needed. Ability to use all office machines such as personal computer (basic software MS Word/Excel), calculator, phone and photocopier. Ability to maintain an acceptable attendance history. Ability to pass a pre-employment drug screening test, physical and criminal background check.

REQUIRED EDUCATION, TRAINING, LICENSES & CERTIFICATIONS:

High school diploma or equivalent. Valid Texas driver's license. Able to obtain American Red Cross or American Heart Association CPR and First Aid certifications within first 6 months of employment.

TO APPLY: Visit our website at www.wylietexas.gov to print an application. Mail or hand deliver your application, resume and cover letter to: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. Email applications to: jobs@wylietexas.gov If you have questions or would like additional information, please call 972-516-6040.